

1120 SW Fifth Ave., Suite 1302  
Portland, OR 97204  
Phone (503) 823-PLAY  
Fax (503) 823-6007



*Ensuring access to  
leisure opportunities  
and enhancing  
Portland's natural beauty*

## PORTLAND PARKS & RECREATION

May 9, 2001

SUBJECT: Cheryle Cerezo

To Whom It May Concern:

Cheryle Cerezo has worked for the City of Portland Parks and Recreation Bureau for over five years. She began as an administrative specialist in the planning department, and worked her way up to the position she holds today as administrative supervisor for operations.

Over the course of the last year, Cheryle took on the challenge of assembling and writing the Facilities Assessment Report, which inventoried and rated the condition of over sixty buildings. This document was an invaluable tool the preparation of Parks & Recreation's efforts to respond to the City Auditors request and prepare for implementation of the General Accounting Standards Board rule #34, that requires rating and reporting on the infrastructure of our facilities.

Cheryle excelled in this work, and has a real gift for writing understandable documents and editing publications. She has also been published as a freelance writer in a large nationally recognized woman's magazine. Cheryle's experience working with design and operations gives her the unique combination of writing skills with some technical background and experience. She is able to grasp technical issues and translate them into more broadly understandable language we can use in presenting these issues to our elected officials and general public.

Cheryle has computer skills, and was involved in selection and start up of two major computer systems for Stores management and inventory control, and for MS2000 a facilities management asset and maintenance management system.

Cheryle's writing skills are outstanding and she will be successful in helping to organize and document facilities, operations, and other technical issues. If you have any questions please feel free to call me at 503-823-1608.

Yours truly,

A handwritten signature in black ink that reads "Mary Ann Huff". The signature is written in a cursive, flowing style.

Mary Ann Huff, PE  
Manager of Parks Operations